

Enrolment Form 2011/2012

Please complete in BLOCK CAPITALS using a ballpoint pen

EBS Number



YOUR PERSONAL DETAILS		
Surname	Home Address	Email
Forename(s)		National Insurance Number
Mr/Mrs/Miss/Ms M/F D.O.B Age on 31/08/11		<input type="text"/>
Tel No.		Unique Learner Number
Mobile No.	Postcode	<input type="text"/>

EQUAL OPPORTUNITIES MONITORING	LEARNER SUPPORT/DISABILITY/HEALTH PROBLEMS
<p>To help the College monitor its Equal Opportunities Policy, please tick the box that best describes your ethnic origin. What is your ethnic group?</p> <p><input type="checkbox"/> 31. White English/Welsh/Scottish/Northern Irish/British</p> <p><input type="checkbox"/> 32. White Irish</p> <p><input type="checkbox"/> 33. White Gypsy or Irish Traveller</p> <p><input type="checkbox"/> 35. White and Black Caribbean</p> <p><input type="checkbox"/> 36. White and Black African</p> <p><input type="checkbox"/> 37. White and Asian</p> <p><input type="checkbox"/> 34. Any other White Background</p> <p><input type="checkbox"/> 38. Any other Mixed/multiple ethnic background</p> <p><input type="checkbox"/> 47. Arab</p> <p><input type="checkbox"/> 39. Asian/Asian British Indian</p> <p><input type="checkbox"/> 40. Asian/Asian British Pakistani</p> <p><input type="checkbox"/> 41. Asian/Asian British Bangladeshi</p> <p><input type="checkbox"/> 42. Asian/Asian British Chinese</p> <p><input type="checkbox"/> 43. Any other Asian background</p> <p><input type="checkbox"/> 44. Black/African/Caribbean/Black British African</p> <p><input type="checkbox"/> 45. Black/African/Caribbean/Black British Caribbean</p> <p><input type="checkbox"/> 46. Any other Black/African/Caribbean/Black British Caribbean</p> <p><input type="checkbox"/> 98. Any other ethnic group</p>	<p>I would like to discuss additional support <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> I have a disability or health problem which is relevant to the course. If applicable please tick the appropriate box</p> <p><input type="checkbox"/> Visual Impairment <input type="checkbox"/> Dyslexia</p> <p><input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Dyscalculia</p> <p><input type="checkbox"/> Mobility Impairment <input type="checkbox"/> Autism spectrum disorder</p> <p><input type="checkbox"/> Epilepsy, asthma, diabetes <input type="checkbox"/> Other, please specify</p> <p><input type="checkbox"/> Mental Health difficulty</p> <p><input type="checkbox"/> Aspergers syndrome</p> <p><input type="checkbox"/> Wheelchair user</p> <p>Do you have section 139A <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

NATIONALITY

RESIDENCY Have you been resident in the European Economic Area for the past three years? Yes No If No please complete the following

Country of Residence Date of entry to EEA

YOUR EMERGENCY CONTACT

Name Contact Tel No(s)

COURSE(S) YOU WISH TO STUDY										
Code	Title	Start Date	End Date	Time	Day	Tuition	Exam	Other	Total	Approved by

QUALIFICATIONS ATTAINED	CURRENT EMPLOYMENT STATUS
<input type="checkbox"/> Word Power/Number Power <input type="checkbox"/> 01. 1-4 GCSEs grade A*-C. NVQ1. GNVQ Foundation. 1AS (L1) <input type="checkbox"/> 02. 5 or more GCSEs grade A*-C. BTEC First Diploma/Certificate. NVQ2. GNVQ Intermediate Diploma (FL2) <input type="checkbox"/> 03. 2 or more A Levels. 4 or more AS Levels. National Diploma/Certificate. NVQ3. Access to HE (FL3) <input type="checkbox"/> 04. First degree. PGCE. HNC/HND. FdA/FdSc. NVQ4. Nursing (SRN). Higher Diploma (L4 and above) <input type="checkbox"/> 05. Higher Degree, NVQ Level 5, Other Higher Level Professional Qualification <input type="checkbox"/> None of the above	<input type="checkbox"/> Not Employed <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time

PAYMENT DETAILS	
<input type="checkbox"/> I am paying for myself in full <input type="checkbox"/> Paying by instalments (complete the direct debit form enclosed) <input type="checkbox"/> My employer is paying <input type="checkbox"/> Foundation Learning (1st Level 2) <input type="checkbox"/> First Full Level 2 <input type="checkbox"/> Job Seekers Allowance <input type="checkbox"/> First Full Level 3 <input type="checkbox"/> Employment Support Allowance	My employer is: Contact name <input type="text"/> Company <input type="text"/> Invoice Address <input type="text"/> Postcode <input type="text"/> Work contact No. <input type="text"/> Email <input type="text"/>

DECLARATION

I certify that the information given is correct. I have read and agree to the terms and conditions set out on the reverse. I understand the cost and entry requirements for my chosen course(s) and will receive further guidance as appropriate at the course(s) start. I hereby consent to CRC using my mobile telephone number to contact me regarding college related issues. I am aware of the requirements to inform the College of any previous or current criminal convictions and understand that further action may be taken if I do not disclose this information promptly (Please see terms and conditions overleaf).

Signature _____ Date _____

Once completed, please send this form to Student Administration, Cambridge Regional College, FREEPOST CB324, Cambridge CB5 8BR

DATA PROTECTION
Card No. <input type="text"/> Start Date <input type="text"/> Switch/Issue No. <input type="text"/> Expiry Date <input type="text"/> Card holder's name (as on card) <input type="text"/> 3 digit security code (if applicable) <input type="text"/>
<input type="checkbox"/> Please tick here if you do not want any Government Bodies to contact you

TERMS & CONDITIONS

Students under 16 years

The College is not funded for students under 16 years and the fees in this prospectus do not apply to students who are under 16 years at 31 August 2011. Students under 16 years who are enrolled on a part-time course will be charged a tuition rate of £6.60 per hour (other costs may apply, for example registration fee or exams).



Students aged 16, 17 or 18 years

If you are a home student enrolling onto an LSC funded programme aged 16 years or over (but under 19 years of age on 31 August 2011), you will not be charged any fees for your course, with the exemption of non-funded courses and specific course related materials, equipment or trips.

Students aged 19 years or over

will be charged fees at rates set annually by the College. If you are a home student, you may be eligible for Fee concessions (for LSC funded courses) if you meet one of the criteria below at the time of enrolment and if the course is eligible for concessions. Courses not eligible for concessions are marked with a ▲ in our Adult Course Guide.

Criteria:

- In receipt of Jobseekers Allowance or Unemployed on active benefits or in receipt of Employment & Support Allowance.
- You are studying your first full Level 2 
- You are 19-24 years old studying your first full Level 3 
- Foundation Learning without a Level 2.

Evidence must be provided for all these cases. You will be required to pay a £25 registration fee for each course you enrol onto, and also may need to pay for any materials, equipment, exam entries or registration as appropriate.

International students who are not settled residents in the UK or other European Economic Area country will be required to pay fees at a different rate. Please contact the International Office 01223 418565.

Enrolment

Students will not be admitted to classes unless they have enrolled and paid the appropriate fee, or arranged for their employers or other authorities to be invoiced. A class may not be started unless there is a minimum number of students.

Course fees

Please note that fee advice should only be taken from the finance or student administration offices. All fees are payable at the time of enrolment unless they total more than £350, when you can pay in 4 equal instalments by Direct Debit only.

For students studying LR programmes, if your employer/sponsor has agreed to pay your fees, please provide evidence of their intent at enrolment. Please be aware that you will be liable for payment of the course fees if your employer/sponsor subsequently fails to provide payment upon receipt of invoice. For students studying ER programmes your employer will be responsible for paying your course fees as per the training quotation signed by them.

Payment by instalments

A completed and signed Direct Debit form must be presented with your first instalment. Failure to complete the form will result in us being unable to complete your enrolment. You will make the 1st payment at enrolment followed by 3 consecutive monthly payments. The exception of this is where a programme lasts for less than 16 weeks, where a different instalment plan can be arranged.

Please note: should you choose to withdraw from the course, you will still be expected to pay any outstanding instalments.

Refunds

A refund of any course fees already paid is only available in the following circumstances:

- If the College closes a class due to insufficient enrolments and is unable to offer a suitable alternative.
- If you withdraw from a course due to ill health and a doctor has certified you too unwell to continue studies. In this situation the refund will take into account the amount of the course already completed before the withdrawal.

Learner Support Fund

The Learner Support Fund (LSF) is available to assist students with a wide range of study costs, including equipment, books, fees, transport and other expenses associated with learning. There is also a specific fund to assist with childcare.

Examinations

Students are responsible for ensuring an examination entry form is submitted before our advertised closing date. In some instances late entries cannot be accepted. Students who withdraw from the course or who are absent from or who do not fulfil the course work or other requirements for any examinations for which they were granted a free entry will be required to reimburse the full fees. The only exception to this is if the circumstances arise from medical reasons and a doctor certifies this. Students who pay for their examination and subsequently withdraw or do not attend for 6 weeks prior to the examination will not be allowed into the examination unless the absence from the course is certified by a doctor.

Data Protection Statement

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Students under 18 on 31 August 2011 -

I agree that the College can share information on my progress, attendance or any issues which might affect my education or well being with my parents/guardians for the duration of my course.

I agree that the College can share information with the Connexions service which helps them follow my progress through college and what I go on to do.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Cambridge Regional College aims to be equitable and to meet the legal obligations of the Rehabilitation of Offenders act 1974, the Data Protection Act 1998 and the Human Rights Act.

We have a legal obligation known as "Duty of Care" to do everything reasonable to protect students, staff and visitors from potential harm. We therefore require students to declare if they:

- are serving/have served a custodial sentence
 - are currently/have been on licence
 - have served or are serving any type of order (except pre-court orders such as reprimand or final warnings)
 - are currently on, or have been on an Intensive Supervision and Surveillance Programme (ISSP)
 - have Caution/s, Warning/s or Reprimand/s.
- (The College does not need to know about convictions that are spent.)

Information disclosed will not necessarily prevent you from studying the course of your choice. However, if you have a previous conviction(s) that you do not disclose and which is subsequently discovered, you may be refused a place or asked to leave the course. There may be occasions whereby a current/previous conviction may affect the outcome of your course (for example Child Care courses) but we will discuss this with you in full and offer alternatives where appropriate.

If you would like to disclose information regarding criminal offences prior to enrolment, or during the course of your studies, please contact the Head of Learner Services on 01223 418236.

Please note that all information given will be treated as sensitive data under the Data Protection Act 1998.

Important notice

Every effort has been made to ensure the accuracy of the information given in the literature issued by the College. However, the College reserves the right to cancel, combine or reschedule courses & also to make changes to the teaching hours or assessments provided on any course & to any facilities offered by the College. If industrial action or circumstances which are unforeseen or beyond the control of the College interfere with its ability to provide educational or other services or facilities, the College undertakes to use reasonable endeavours to minimise resulting disruption, but cannot guarantee the provision of the services or facilities.

The College will not be liable to any user of its services or facilities for any indirect or consequential loss which may be suffered by you as a result of any breach by the College of any obligations to the user or any other act or omission of the College or its employees. If the College is found liable to the user for any such breach, act or omission, the liability will be limited to a maximum of the tuition fee paid to the College on behalf of the user in respect of the academic year in which the breach, act or omission occurs. This limitation applies to any liability, including liability for negligence, except where the College's negligence causes death or personal injury.

Enquiries regarding Full or Part-time Enrolment

If you have any enquiries regarding your enrolment, please contact Student Administration via 01223 418200.

Enquiries regarding Apprenticeships/Work Based Learning

If you have any enquiries regarding Apprenticeships, please contact the Work Based Learning Team via 01223 418778.